

**EEOC Training Institute
Chicago Technical Assistance Program Seminar Agenda
Two Day Seminar - June 21-22, 2006**

Agenda Highlights: Over 75,000 employers may be charged with workplace discrimination this year. Will you be one of them? Come to Chicago for two days of practical, interactive workshops with the experts. You can register for one or both days. The first day includes sexual harassment, mediation, leave and return to work issues and practical information on discharge and discipline. Day 2, includes a legal update, how to do an internal EEO investigation, undue hardship and reasonable accommodation issues, and EEOC initiatives.

Day 1 – June 21, 2006

8:00 - 9:00 a.m. **Registration and Continental Breakfast**

9:00 - 9:15 a.m. **Welcome**

9:15 - 10:30 a.m. **Preventing/Eliminating Sexual Harassment: Management's Responsibilities**

Sexual harassment continues to be a high profile issue that plagues many employers. Learn how to prevent harassment before it happens and promptly and effectively respond when it occurs.

Barry A. Hartstein, Partner, Morgan, Lewis & Bockius, LLP

10:30 - 10:45 a.m. **Refreshment Break**

10:45 - 12:00 p.m. **The Mediation Alternative: Resolving EEO Complaints Quickly**

Learn why more and more companies are choosing to resolve charges through the EEOC's alternative dispute resolution program. EEOC mediators and employers who have successfully resolved charges through the EEOC's program will discuss what to expect when you opt to mediate and how to maximize your mediation experience.

12:00 - 1:15 p.m. **Conference Luncheon**

1:15 - 2:30 p.m. **Leave and Return to Work Issues Under the Americans with Disability Act, the Family Medical Leave Act and the Pregnancy Discrimination Act**

Experts will help you navigate the sometime confusing maze of ADA, FMLA and PDA regulations that govern employees' leave and their return to work. This session will explain the differences between the ADA, FMLA and PDA, how to determine whether an employee meets the statutes' eligibility requirements and what medical documentation a company may legally request.

*Gerald L. Maatman, Jr., Partner, Seyfarth Shaw
Gordon Waldron, Senior Trial Attorney, EEOC*

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Two Day Seminar - June 21-22, 2006 (cont)**

Day 1 – June 21, 2006 (cont)

2:30 - 2:45 p.m. **Refreshment Break**

2:45 - 4:00 p.m. **Documentation, Discipline and Discharge**

Ignoring problem employees affects morale and productivity. Learn how to discipline and discharge employees effectively and avoid catastrophic situations that can tarnish an employer's reputation, waste precious company resources and may lead to time-consuming lawsuits

Tom H. Luetkemeyer, Partner, Hinshaw & Culbertson

Day 2 – June 22, 2006

8:00 - 9:00 a.m. **Registration & Continental Breakfast**

9:00 - 9:15 a.m. **Welcome**

9:15 - 10:30 a.m. **Recent Developments in EEO Law**

This workshop will focus on recent developments in federal anti-discrimination laws, including issues of harassment, benefits, retaliation and disability. Be kept up-to-date on the most recent legal decisions which may impact your bottom line and how you do business.

John C. Hendrickson, Regional Attorney, EEOC

10:30 - 10:45 a.m. **Refreshment Break**

10:45 - 12:00 p.m. **Americans with Disabilities Act: Reasonable Accommodation and Undue Hardship**

More than ten years after its enactment, employers still struggle to understand and implement the ADA's reasonable accommodations requirements. This workshop will discuss how to handle requests for reasonable accommodations and provide practical tips for implementing the ADA in your workplace.

Diane I. Smason, Supervisory Trial Attorney, EEOC

12:00 - 1:15 p.m. **Conference Luncheon**

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Two Day Seminar - June 21-22, 2006 (cont)**

Day 2 – June 22, 2006 (cont)

1:15 - 2:30 p.m. Conducting an Internal Investigation

Whether you receive an internal complaint or an EEOC charge of harassment and discrimination, immediately conducting a thorough and fair investigation is the first step in avoiding or limiting financial liability. A comprehensive analysis of the application of the employer's policies and procedures and its impact on the organization is critical to your assessment of the charge, potential exposure, potential resolutions and an effective response. This session will cover the Who, What, When, Where, Why and How of conducting internal investigations.

Edward C. Jepson, Jr., Shareholder, Vedder Price

2:30 - 2:45 p.m. Refreshment Break

2:45 - 4:00 p.m. EEOC's Initiatives – Learn the priorities of EEOC

Hear from the source what new initiatives EEOC is undertaking. Hear first hand about how EEOC plans to make the fight against Systemic Discrimination a nationwide priority. What is EEOC's Freedom to Compete Initiative? How does EEOC recognize and reward specific employers for their practices and activities that reflect an abiding commitment to access and inclusion in the workplace. Learn about EEOC's Youth@Work Initiative.